

Item #11.3
December 4, 2020

Illinois Community College Board

DIVERSITY, EQUITY AND INCLUSION (DEI) PLAN

Illinois state agencies were required by the Governor's Office to develop and implement a Diversity, Equity and Inclusion (DEI) Plan. Illinois Community College Board (ICCB) staff along with other state agency staff participated in a series of four workshops facilitated by the Morton Group to provide guidance in the creation of an ICCB DEI Plan.

The plan is a way for the agency to focus its efforts on not only our staff but our colleges as well as our agency as a whole. The first step in the process is to develop a DEI Advisory committee to ensure agency policies and procedures incorporate the DEI concepts.

The attached DEI Plan was submitted to the Governor's Office on October 1, 2020.



DIVERSITY, EQUITY, AND INCLUSION (DEI)

ACTION PLAN

October 2020

Illinois Community College Board – DEI Action Plan

ICCB Board Goals

The Illinois Community College Board hereby affirms the mission of the state’s 48 community colleges to provide all Illinois residents with opportunities for economic and personal growth, civic engagement, and cultural awareness through a commitment to the following three goals.

- **GOAL 1:** Support minority, first generation, and low-income students across urban, rural, and suburban communities, through the promotion of evidence-based best practices that results in system wide improvement of equity metrics that reduce equity gaps.
- **GOAL 2:** Support a seamless transition for students into and through postsecondary education and the workforce by fostering system engagement and equitable access and outcomes for these students.
- **GOAL 3:** Contribute to economic development by supporting the Illinois community college system’s effort to provide robust workforce training, to expand apprenticeships, to increase credential attainment, to build quality career pathways, and to address the future needs of the Illinois workforce.

The Board will implement its goals with a focus and commitment to equitable access, opportunities, and outcomes for all students. The Board will promote best practices, enable evidence-based decision-making, and support system-wide continuous improvement.

- Key:** ED – Executive Director
DED– Deputy Executive Director
COS – Chief of Staff
DDIT – Deputy Director for Information Technology Budgeting
DDAEI – Deputy Director for Academic and Institutional Effectiveness
SDPTS – Sr. Director for Professional and Technical Services
SDRPS – Sr. Director for Research and Policy Studies
SDCTE – Sr. Director for Career and Technical Education
SDAS – Sr. Director for Academic Affairs and Student Services
- AASS – Academic Affairs and Student Services Division (ICCB)
CTE – Career and Technical Education Division (ICCB)
- CSSO – Community College Chief Student Officers
CAO – Community College Chief Academic Officers
MISAC – MIS Research and ILDS Advisory Committee
ICCP – Illinois Council of Community College Presidents

Illinois Community College Board – DEI Action Plan

Goal 1: ICCB employees understand, are committed to, and have the infrastructure needed to operationalize diversity, equity, and inclusion in the workplace.					
Objectives	Strategies	Timeline	Accountability	Performance Measure	Progress Report
<ul style="list-style-type: none"> • Improve the cultural awareness and cultural competency of the agency through ongoing employee training and education • Empower employees to provide diverse perspectives on agency education and training activities 	- Introduce the DEI to the ICCB Board, Executive Team & Senior Level Staff	September/October 2020	ED, DED, COS	The Board, executive team and senior level staff are introduced to DEI concepts	
	- Conduct a Diversity Equity and Inclusion Committee interest survey	November 2020	DED, COS, SDPTS	Interest survey is completed and distributed to agency employees to complete	
	- Establish an agency DEI Committee and empower the committee to make recommendations for enhancement of the DEI Action Plan	November 2020	DED, COS	DEI committee has been formed and agency staff is participating	
	- Examine agency cultural training efforts	December 2020	DDIT, SDPTS	Agency training efforts that are related to cultural training are identified	
	- Develop ongoing training that ensures diversity inclusion and cultural awareness (committee, staff, board, etc.)	June 2021	DEI Committee, DED, COS, SDPTS	5 cultural trainings will be identified and/or developed to ensure all staff, board, and committees are aware of diversity and inclusion	
	- Require all staff to complete DEI training	July 2021	ED, COS, DED	All agency staff completed DEI Training and training a part of the onboarding of new employees	

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Goal 2: ICCB workforce reflects the diversity of the state by focusing on diversity, equity, and inclusion in recruitment and retention.					
Objectives	Strategies	Timeline	Accountability	Performance Measure	Progress Report
<ul style="list-style-type: none"> • Ensure equitable access to employment opportunities by improving recruitment and retention efforts • Support the intentional hiring and retention of agency staff from underrepresented groups • Identify diverse markets to ensure equitable access to employment opportunities • Establish internship opportunities by expanding outreach efforts to underrepresented student populations 	- Review agency recruitment and retention strategies	March 2021	COS, DDIT	All agency strategies will be reviewed (HR information, EEO, etc.)	
	- Present this information to the agency DEI Committee	April 2021	COS, DDIT	DEI Committee disused agency hiring and diversity practices	
	- Determine what elements are needed to enhance current policy	June 2021	DEI Committee	5 new diverse markets identified to ensure equitable access to employment and internship opportunities	
	- Revise current recruitment and retention strategies.	July 2021	COS, DDIT	New procedures developed for recruitment of new employees and retention of existing employees	

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Goal 3: ICCB policies and procedures reflect the Board’s commitment to diversity, equity, and inclusion.

Objectives	Strategies	Timeline	Accountability	Performance Measure	Progress Report
<ul style="list-style-type: none"> • Perform a review of internal (agency) and external (colleges) policies and procedures • Increase opportunities to expand skills and knowledge and to cross-train, providing staff with opportunities to prepare to take on greater authority and new duties • Ensure the inclusion of diversity and equity in agency policies and procedures • Align board and agency policies and procedures to support the inclusion of diversity and equity • Approve new diversity and equity policies and procedures • Provide training on new diversity and equity policies and procedures 	<ul style="list-style-type: none"> - Form a team to review current policies and procedures to ensure diversity inclusion and accessibility 	November 2020	Executive Team	Agency polices reviewed including: EEO, agency manuals and materials, Employee Guidebook, Administrative Rules, and websites	
	<ul style="list-style-type: none"> - Define equity and diversity elements to include in new policies and procedures 	December 2020	DEI Committee, COS, DED, DDIT	A list of elements developed to include in new agency policies	
	<ul style="list-style-type: none"> - Revise policies and procedures 	March 2021	Executive Team	All agency materials are updated to reflect the list of elements Websites updated to reflect changes	
	<ul style="list-style-type: none"> - Board approval of new policies as necessary 	June 2021	ED, COS, DED, ICCB Board	Those policies requiring Board approval will be approved by the Board	
	<ul style="list-style-type: none"> - Train staff on new policies and procedures 	August 2021	COS, DED, SDPTS	All agency staff receive training	
	<ul style="list-style-type: none"> - Evaluate the training 	August 2021	SDPTS	Training is evaluated by staff to determine needed improvements	
	<ul style="list-style-type: none"> - Revise Administrative Rules to reflect new policies and procedures. 	Fall 2021	COS	Revised Administrative Rules submitted to JCAR	

	<ul style="list-style-type: none"> - Review agency website and communication tools to ensure they are accessible to people with disabilities and non-English readers and develop remediation plan. - Review Board advisory committees and workgroups to ensure diverse representation and perspectives - Develop a process for review of board committees and workgroups. - Meet with Advisory Organization to gain input and to discuss DEI. - Provide recommendations to each Advisory Committees and workgroups on diversity of representation. 	<p>August 2021</p> <p>August 2021</p> <p>September 2021</p> <p>Fall 2021</p> <p>Fall 2021</p>	<p>DEI Committee, COS, DED</p> <p>Executive Team, Senior Staff</p> <p>Executive Team</p> <p>Executive Team, Senior Staff</p> <p>ED</p>	<p>A plan for improved access to information is adopted</p> <p>A list of all members of advisory committees and workgroups is developed</p> <p>All advisory committees and workgroups reviewed using the developed process</p> <p>All advisory committees participate in meetings with agency staff to discuss DEI.</p> <p>All advisory committees and workgroups provided with recommendations on diversity and inclusion</p>	
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Illinois Community College Board – DEI Action Plan

Goal 4: Community college system goals are data driven and promote equity and access for all students.					
Objectives	Strategies	Timeline	Accountability	Performance Measure	Progress Report
<ul style="list-style-type: none"> • Ensure data driven system goals promote equity and access to all community college students as well as completion • Promote student success through the revision and adoption of equity standards • Collaborate with education agencies to establish state equity measures • Ensure equity standards in higher education include elements that reduce barriers to student success (i.e., transition and recruitment activities, supportive services, academic and instruction, accessibility, Program Review, and Illinois Postsecondary Profile). 	- Utilize existing data system committee to examine current data to ensure services are equitable to all students	March 2021	DDAIE, SDRPS, MISAC	MIS Research and ILDS Advisory Committee met review equity related services to students	
	- Review goals of the system to determine if data supports the goals, access, and completion	March 2021	DDAIE, SDRPS, MISAC, ICCCP	MIS Research and ILDS Advisory Committee makes recommendations on data supporting the mission of the community college system	
	- Establish appropriate data points to measure equitable access and completion	June 2021	Executive Team, Senior Staff, RPS Division, MISAC,	3 to 5 data points to measure access and completion are developed	
	- Establish P20 Statewide Postsecondary Equity Benchmarks	October 2021	Cross Agency Collaboration: P-20 Council, ICCB, BHE	A postsecondary target for completion of a college degree or certificate by 2025 and beyond is established -- Goal TBD	
	- Revise equity planning and reporting for the community college system to include the assessment of college’s methods and strategies to achieve goals as well as methods to ensure equity and access	January 2022	AASS Division, CTE Division, CSSOs, CAOs	A framework for college equity planning is developed	

	<ul style="list-style-type: none"> - Strengthen current ICCB Program Review processes to ensure equity and inclusion - Enhance the profile of best practices across the community college system through targeted curation efforts utilizing reports such as the Underrepresented Groups Report and other ICCB publications/ reporting tools - Enhance and expand Illinois Postsecondary Profile (IPP) tool to increase transparency around equity and access 	<p>Spring 2021</p> <p>July 2021</p> <p>Spring 2021</p>	<p>DED, SDCTE</p> <p>DED, SDCTE, SDAS</p> <p>DDAIE, Cross Agency Collaboration: IBHE</p>	<p>Current Program Review process revised to include equity, diversity and inclusion</p> <p>Best practices released across the community college system that support student success and equity and inclusion</p> <p>The next version of the IPP tool is released</p>	
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